

VISTA UNIFIED SCHOOL DISTRICT
Classified Human Resources
1234 Arcadia Avenue, Vista, CA 92084

Unadopted Minutes of the
Personnel Commission Meeting on
March 14, 2017

MEMBERS	Teri Minoux	STAFF	Alaina Jankly
PRESENT:	Glen Hampton	PRESENT:	William Meni
	Don Le May		Irene Young

OTHERS

PRESENT: Alicia Evilsizer, Hilda Reynoso, Teresa Baker, Lourdes Hernandez

CALL TO ORDER:

The meeting was called to order at 3:30 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON FEBRUARY 14, 2017:

*M/S Mr. LeMay/Ms. Minoux moved to approve the minutes.

The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

*M/S Mr. LeMay/Ms Minoux moved to approve the following advance step placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Davenport, Beverley	469-762	Instructional Assistant I - After School Program	2
Escamilla, Isaias	611-085	Instructional Assistant I - After School Program	2
Torgersen, Jenae	604-597	Instructional Assistant II - LH/CH/RSP	2
Wells, Erin	609-630	School Secretary-Elementary	3
Yost, Sherry	607-622	Transportation Assistant	2

Discussion: Ms. Jankly stated that we have just started our new approval process and it is going well.

The motions were unanimously approved.

ELIGIBILITY LISTS:

*M/S Ms. Minoux/Mr. Le May moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

0133-16	Senior Health Services Technician	Continuous
0134-16	Instructional Assistant – Behavioral Intervention	Continuous

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

0135-16 Instructional Assistant II LH/CH/RSP Continuous

FOR RATIFICATION:

0121-16	Adult Education Transition Advisor	Open
0122-16	Custodian	Open
0123-16	Child Nutrition Services Assistant I	Open
0124-16	Special Education Assistant IV - SH/PH	Continuous
0125-16	Instructional Assistant – Behavioral Intervention	Continuous
0126-16	Instructional Assistant II LH/CH/RSP	Continuous
0127-16	Instructional Assistant I – After School Program	Continuous
0128-16	School Age Child Care Activity Assistant	Continuous
0129-16	Campus Assistant II	Continuous
0130-16	School Age Child Care Activity Assistant	Continuous
0131-16	Instructional Assistant I – After School Program	Continuous
0132-16	Bus Driver	Continuous

The motion was unanimously approved.

REVISED CLASSIFICATION: BUDGET ANALYST

Ms. Jankly introduced Teresa Baker, Budget Analyst and Lourdes Hernandez, Executive Director, Fiscal Services. Ms. Baker is the Budget Analyst who will be retiring and since she is in a single incumbent classification, this is the appropriate time to review and revise the classification description prior to recruitment. There was an error on the draft classification description - the correct salary ranges should be "Classified, Range 68 and Confidential, Range 25". The current position is Confidential because the position is involved in negotiation preparations.

Mr. Hampton recommended the approval of the revised Budget Analyst classification description as amended and Ms. Minoux seconded the motion.

Ms. Minoux declined to approve the revisions of the Budget Analyst classification description because she felt that the classification study had stalled and there are many more positions that are waiting for reclassification and that this one shouldn't be addressed before all the other ones that are waiting. Ms. Minoux stated that she would not approve another classification description until the classification study was brought to the Personnel Commission for approval.

The motion was approved 2 to 1, with Ms. Minoux against.

RECRUITMENT REPORT:

Mr. Meni reported that with the Early Retirement incentive, many recruitments are anticipated in the upcoming months. Mr. Meni attended job fairs at Palomar College and at Vista High School. Mr. LeMay asked why we haven't been attending Vista High School Job fairs in the past and Ms. Jankly stated that we weren't previously informed about them. Ms. Jankly stressed that we want to go and we are trying to reach out and do more next year.

BOARD REGISTER:
Information Item only.

CSEA REPORT:

Ms. Evilsizer reported that the Retirement incentive was approved by the Board and that many classified, certificated, and management employees were taking advantage of the incentive.

Ms. Evilsizer informed the Commission that she had attended the LCFF meeting on Friday, March 10th. The budgets for school districts are uncertain.

DISTRICT REPORT:

None.

DIRECTOR'S REPORT:

Ms. Jankly reported that the first reading of the PC Budget will be brought before the Commission at the April 11, 2017 meeting.

Ms. Jankly reported that classified summer work applications had been sent out this week.

Ms. Jankly explained that the district is trying to expand our recruitment efforts, including attending more job fairs, looking at creative recruitment solutions, and advertising Vista USD as an employer of choice. The Human Relations office recently ordered car magnets and large banners that will be placed at each school, advertising that we are hiring.

Ms. Jankly stated that once the Classified Human Resources department is fully staffed, she can concentrate on the classification study.

Ms. Jankly informed the Commission that we will be moving to a new PR (Personnel Requisition) system. We will be training all the district staff on the system. Teresa Baker has been instrumental in this transition. We will be doing several trainings to teach the sites and departments how to use the new system.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Ms. Minoux suggested using advertising banners at city events for jobs in our school district.

Ms. Minoux wanted to clarify why she voted against the revised Budget Analyst classification description. Her concern was that, with the hiring of new people under the old job description, it wouldn't be fair to the new people when the job description gets changed on them.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday, April 11, 2017, at 3:30 p.m. in the ASC Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:00 p.m.